

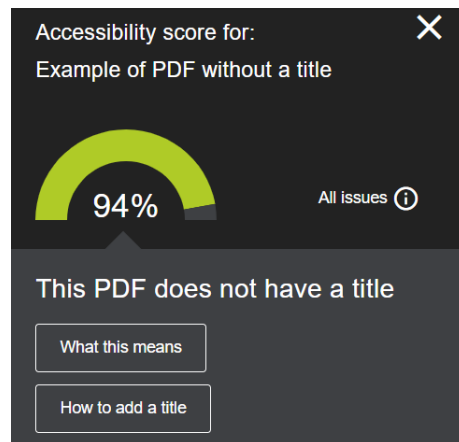
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## Adding a Title to PDFs

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A common accessibility-related issue in online courses are PDF documents that do not have a title. A **title** should not be confused with the main heading of the document, which appears within the document text. A **title** is defined in the PDF document's properties and should describe the document's function or purpose.

Many of us upload PDFs to our D2L courses and receive feedback from [Ally \(BB Ally\)](#) telling us that our "PDF does not have a title". A quick edit to the PDF file will improve the document's accessibility.

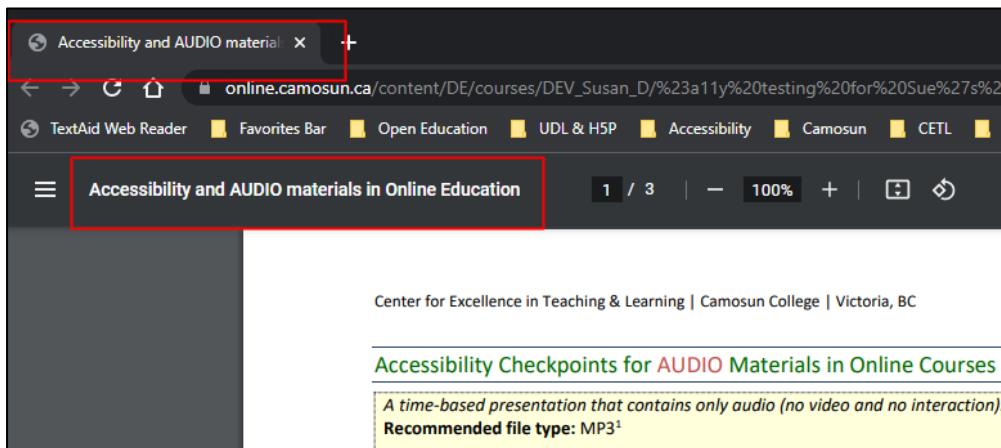


In this tutorial, you will learn why adding a title to PDFs is so important and how you can add a title to your PDF documents.

**Note:** to edit PDF files, you will need to use the **Adobe Acrobat Pro DC** program. This program is included in the college's Adobe Creative Cloud license.

### WHY IS ADDING A TITLE TO PDF DOCUMENTS IMPORTANT?

A PDF title is a more descriptive and meaningful version of the file name. As highlighted in the example below, PDF titles are often visible in the PDF window or browser tab.



When a student has multiple tabs or PDFs open in a browser, the title of a PDF document is used to distinguish one document from another and to identify the general topic of the document.

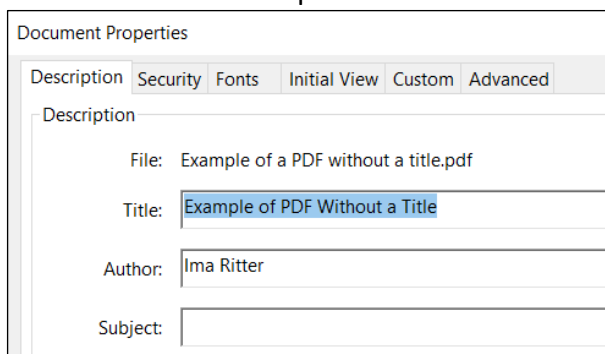
Your document title needs to be meaningful and descriptive. If you have not added a title to your PDF document, the browser will probably substitute the PDF's file name in its place and this may not be useful information for students. For example, a document that displays its file name of "**Resource\_2.pdf**" does not provide a unique description of the document or any hint of the topic it presents. However, a document with the descriptive and unique title "**Accessibility and Audio Materials in Online Education**" or "**MATH 101 Fall 2022 Course Syllabus**" communicates the overall topic of the document.

Note: We recommend against including file extensions in the document title (e.g., docx or .PDF). These do not provide meaningful or necessary information.

### TIPS FOR ADDING A TITLE TO A PDF DOCUMENT

If you receive feedback in your D2L course site from [Ally \(BB Ally\)](#) indicating that your PDF file does not have a title, follow these steps to increase the accessibility of your PDF document.

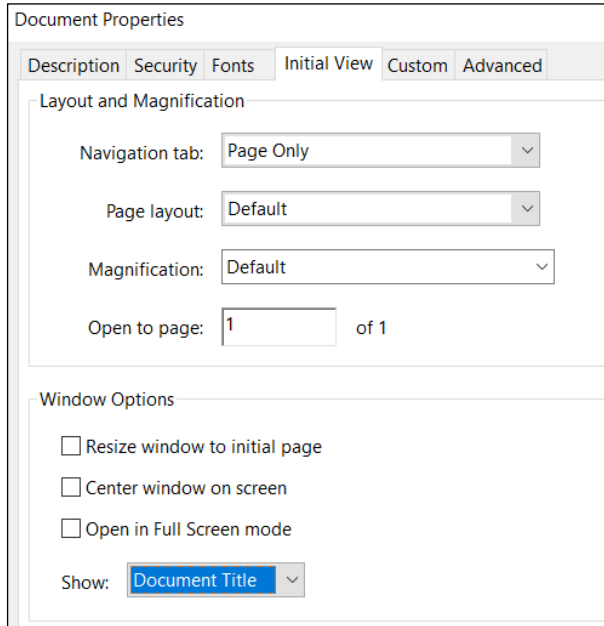
1. **Locate the original** copy of the PDF document on your computer (or download a copy from your D2L course).
2. Open the PDF document in **Adobe Acrobat Pro DC**.
3. In the menu bar at the top, select **File** and click **Properties**.
4. In the Document Properties window, select the **Description** tab.
5. Update the **Title** field by adding a new meaningful title or by modifying the existing title to make it more descriptive.



The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'File' field contains 'Example of a PDF without a title.pdf'. The 'Title' field is highlighted with a blue selection box and contains the text 'Example of PDF Without a Title'. The 'Author' field contains 'Ima Ritter' and the 'Subject' field is empty.

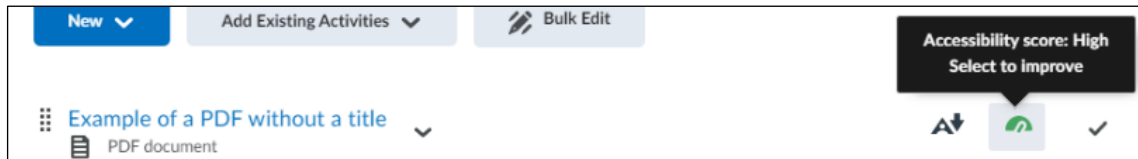
Document Properties					
Description	Security	Fonts	Initial View	Custom	Advanced
Description					
File:	Example of a PDF without a title.pdf				
Title:	Example of PDF Without a Title				
Author:	Ima Ritter				
Subject:					

6. Select the **Initial View** tab. In the **Window Options** section, double-check that **Document Title** is selected in the drop-down menu. Click **OK**.

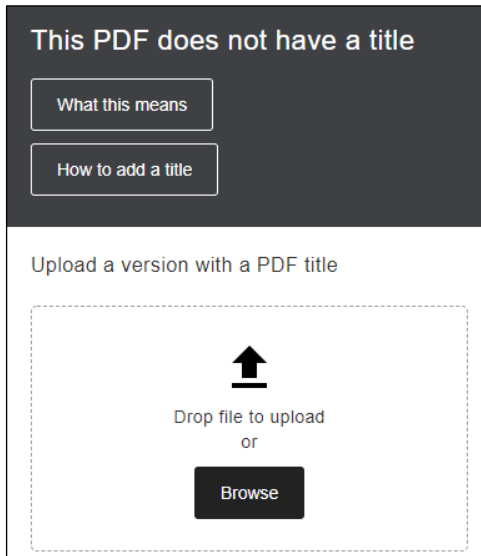


The screenshot shows the 'Document Properties' dialog box with the 'Initial View' tab selected. The 'Layout and Magnification' section includes dropdown menus for 'Navigation tab' (set to 'Page Only'), 'Page layout' (set to 'Default'), and 'Magnification' (set to 'Default'). Below these is a text input for 'Open to page' set to '1' of 1. The 'Window Options' section contains three unchecked checkboxes: 'Resize window to initial page', 'Center window on screen', and 'Open in Full Screen mode'. At the bottom, the 'Show:' dropdown menu is set to 'Document Title'.

7. Save the PDF document. Now you can replace the old version of the PDF with the updated version that includes a title.
8. In your D2L course Content, locate the link to your PDF file. To the right of your link title, you will see Ally's Alternative Formats menu icon, followed by the **Ally Feedback** icon. Click on the Ally Feedback icon to access your accessibility score and feedback.



9. In the Feedback window, click the **Browse** button and use it to locate and upload the revised PDF.



10. Once the new file has been uploaded and re-reviewed by **Ally**, you will see a new and improved Accessibility Score, as well as a list of any remaining issues to resolve. 😊

